



Electronic Payments

Agency Admin Online Function Reference Guide

Date: 03/01/2005

Prepared by: Ismael Y. Hernandez, PMP

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

Revision History

Version	Date	Descriptions of Revisions	Changed by
1.0	3/02/05	Initial Draft for comment	Ismael Hernandez, PMP
1.1	3/02/05	Final	Ismael Hernandez, PMP

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1. To Login

- A. Initiate Web-Browser or get into the Internet – Figure 1[A].
- B. Enter the following Web Address: www.govone.com/epay/ - Figure 2[B].
- C. Login into Pay-Point Admin Function using your User-ID (Your State e-mail address) and Password – Figure 3[C,D].
- D. You are now at the main menu. – Figure 4.

2. To Add Agency User-ID

- A. Select the “Manage Users” Icon. – Figure 5[E].
- B. Select “Create User” Icon. – Figure 6[F]
- C. You are now at the Edit User Screen. Enter the following fields:
 - Enter User’s State assigned E-Mail Address. This will become their login. – Figure 7[G].
 - Enter User’s Name. – Figure 7[H].
 - Enter the User’s Password and Confirm User’s Password. – Figure 7(I)

The password must follow these Rules:

- a. Must Start with a Capital Letter
- b. Must Contain A number
- c. Must End in a Letter
- d. Must be a minimum of 8 characters
- e. It is recommended a strong password is created (use Upper, Lower case letters and numbers).

Example: My1PassWOrd

You may also select the Auto-Generate Password and PayPoint will generate one. – Figure 7[J].

- Go to the Bottom of the selection list and select the Application/s the Agency User will have access to. – Figure 7[K].

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- Go up to the Role Drop-Down List. The Role selected should be based on the function the employee will have responsibility for: - Figure 8[L].

See Figure 9 for recommended Roles.

You will have access to the following Roles:

- a. **User Manager** – This allows a User to Create, Delete, or Change User-ID's at the same role or below.
- b. **Administrator** - Gives access to all of the functions of the agencies or applications equal to or below them in the hierarchy.
- c. **Payment User** – Has the capability to use the 'Make Payment' functionality of the system ONLY. When the user logs in, they will only see the 'Make Payment' option.
- d. **Research User** - Allows the user to search the transactions using the 'Search' function, view the payment information and the transaction information and create 'Refunds' or 'Chargeback', and create and run 'Reports'.
- e. **Reports User** – Allows access to the 'Reports' menu option ONLY. They are allowed to create and run reports.
- f. **Inquiry Only** - Allows the user access to the Search and Reports screens and the screens linked with these screens. There is no Payment, Refund or Chargeback access allowed.
- g. **Inquiry with Settlement** - Allows the user access to the Search screens, the Settlement screens, Reports screens and the screens linked with these screens. There is no Payment, Refund or Chargeback access allowed.
- h. **Payment Research** - Allows the user the capability to Make Payments, Research, Refund, Chargeback and Reports.
- i. **Payment & Research – No refund or Chargeback** - Aallows the user the capability to Make Payments, Research and Reports.

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The following is a matrix of the functions allowed for each role:

User Roles Matrix

Roles	Make Payment	Search	Settlement Inquiry	Cancel Payment	Charge-backs	Reports	Users
User Manager							X
Administrator	X	X	X	X	X	X	X
Payment User	X						
Research User		X		X	X	X	
Reports User						X	
Inquiry Only		X				X	
Inquiry Only with Settlement		X	X			X	
Payment & Research	X	X		X	X	X	
Payment & Research – No Refunds or Charge-backs	X	X				X	

- Select the “Save Change” button. - Figure 10[M].
- The new Agency User detail will be displayed. – Figure 11[N]

3. To Delete a User-ID

- A. Select the “Manage Users” Icon. – Figure 12[O].
- B. Select the “Delete” Box for the User-ID to be deleted. – Figure 13[P].
- C. Select “Delete User” Icon. – Figure 13[Q].
- D. You will be prompted for confirmation of deletion. Select “OK”. – Figure 14[R].
- E. The Use-ID will be deleted and you will be returned to the Manage Users Screen. – Figure 15.

4. To Search for a User-ID

- A. Select the “Manage Users” Icon. – Figure 16[S].
- B. Enter the User Search information. You may use a “Wild Carded (*)” in the search Field. Figure 17[T]. Example: ***smith***
- C. Select the “GO” Icon. – Figure 17[U].
- D. PayPoint will return all matches found. – Figure 18[V].

5. To Log Off of Pay-Point

- A. On the Manage Users Screen Select “Logoff”. – Figure 19[W].
- B. You will now be logged off. – Figure 20.

6. To Add an Admin Backup

- A. Select the “Manage Users” Icon. – Figure 21[X].
- B. Select “Create User” Icon. – Figure 22[Y]
- C. You are now at the Edit User Screen. Enter the following fields:
 - Enter User’s State assigned E-Mail Address. This will become their login. – Figure 23[Z].
 - Enter User’s Name. – Figure 23[AA].
 - Enter the User’s Password and Confirm User’s Password. – Figure 23(AB)

The Rules as described in 2C above will apply

You may also select the Auto-Generate Password and PayPoint will generate one. – Figure 23[AC].

- Select Applications the Agency Admin will have access to. – Figure 23[AD].
 - The Role selected should be “Administrator”. – Figure 24 [AE].
 - Select the “User Manager” Box. – Figure 24[AF].
- D. Select the “Save Change” button. - Figure 25[AG].
- E. The new Agency User detail will be displayed. – Figure 26[AH].

7. To Edit an Agency User-ID

- A. Select the “Manage Users” Icon. – Figure 27[AI].
- B. Select the User you want to edit. - Figure 28[AJ].
- C. You are now at the Edit User Screen. You are allowed to Edit the following fields:
 - Edit User’s Name – Figure 29[AK].
 - Change the Password – Figure 29[AL].
 - Edit User’s Role – Figure 29[AM].
 - Edit Applications allowed – Figure 29[AN].
 - Select the “Save Change” button. - Figure 30[AO].
 - The new Agency User detail will be displayed. – Figure 31[AP].

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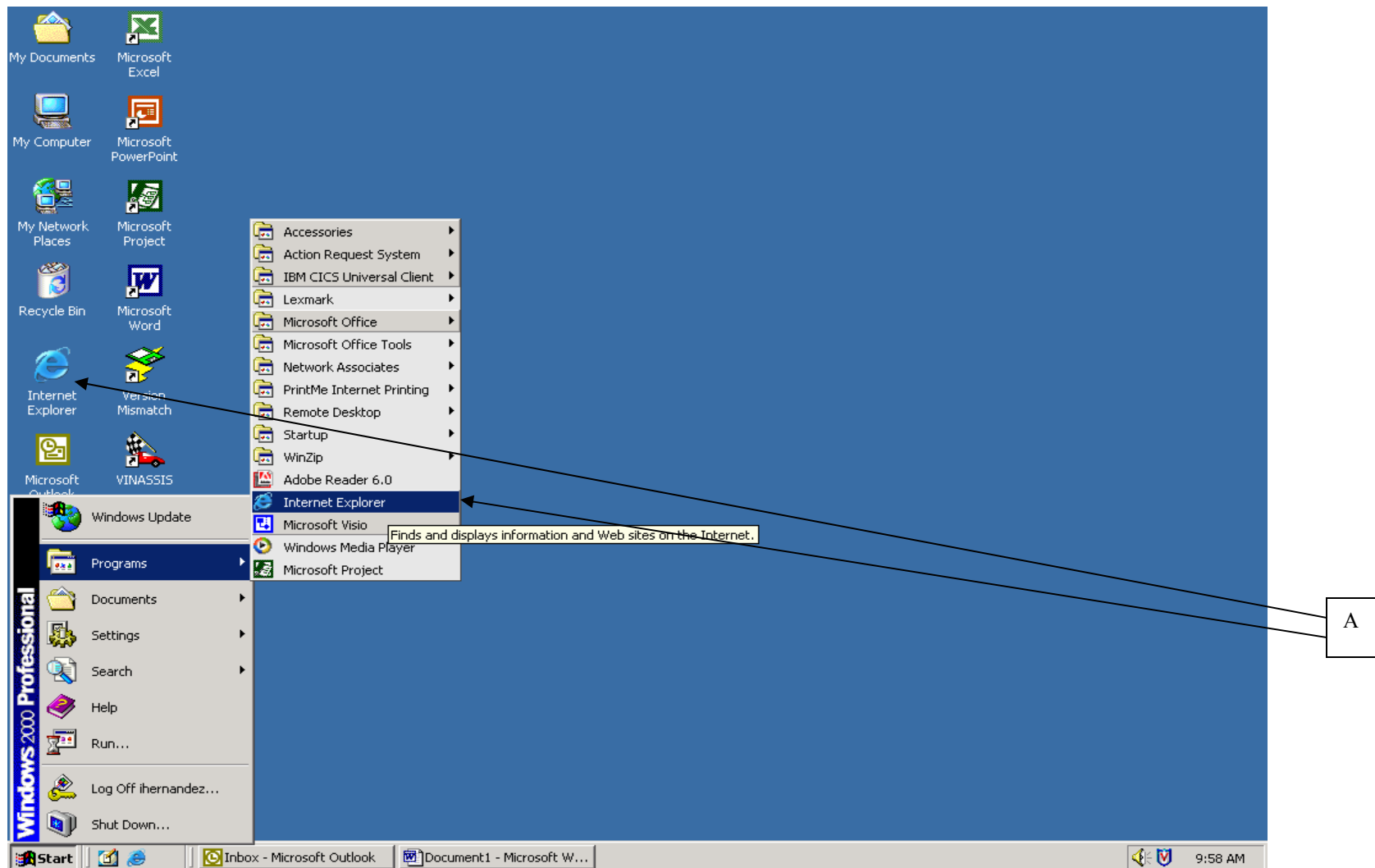


Figure 1

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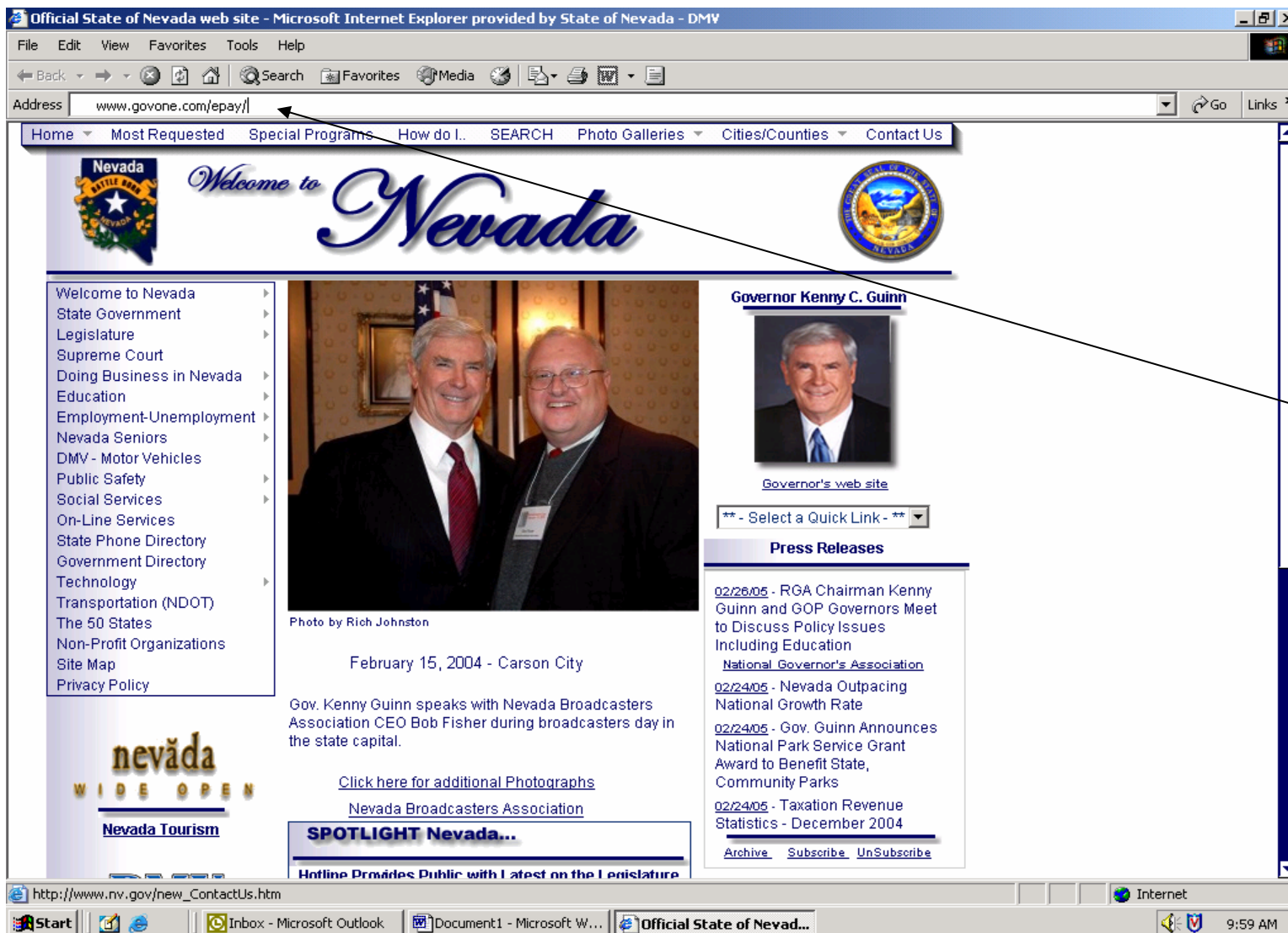


Figure 2

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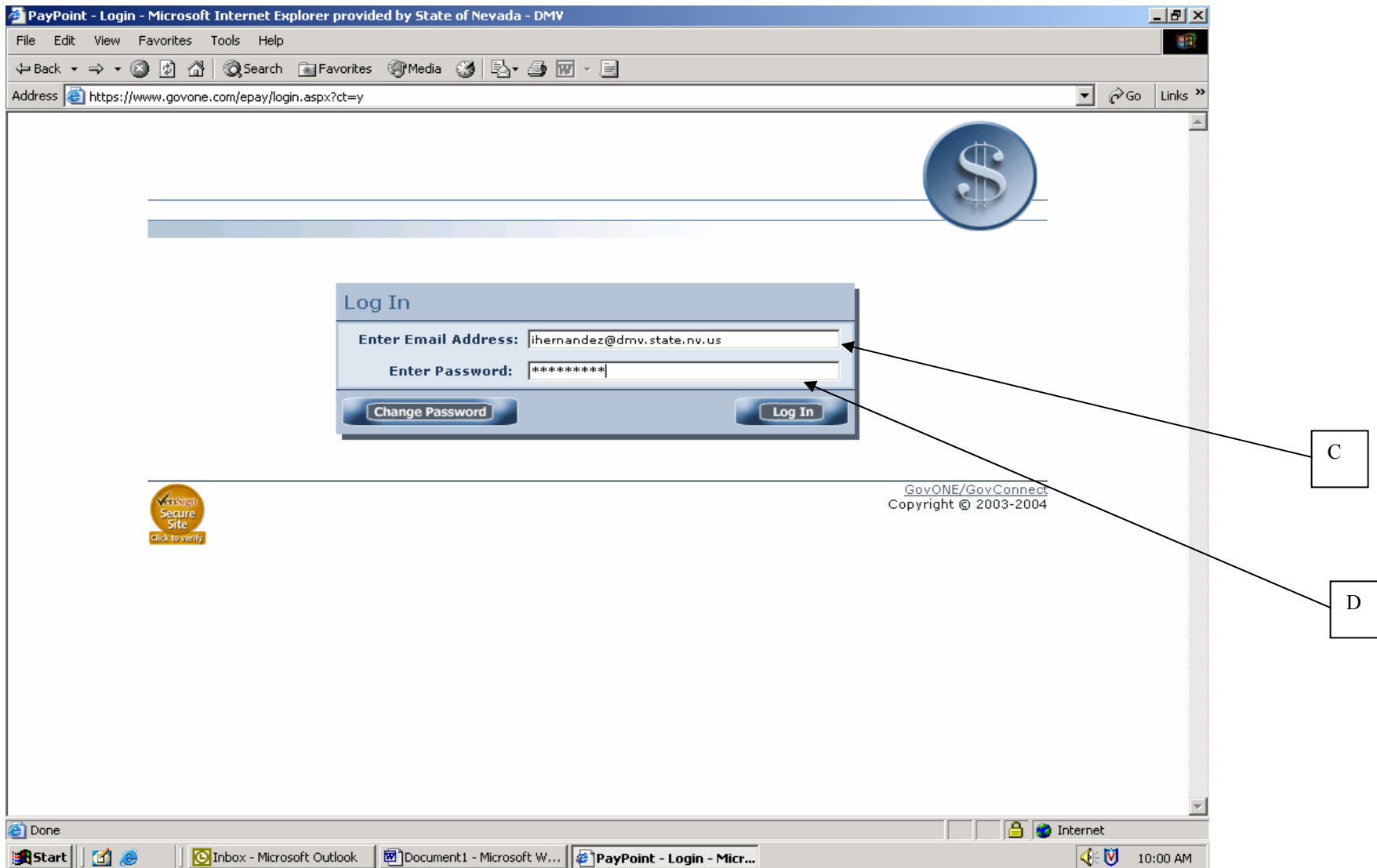


Figure 3

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File Edit View Favorites Tools Help

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Address <https://www.govone.com/epay/default.aspx> Go Links »

Gov ONE GovConnect PayPointSM

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[New Payment](#)
Manually enter a new payment into the system.

[Reports](#)
Create and view reports on transactions.

[Settlement History](#)
View settlement batch summary and detail.

[Manage Users](#)
View the list of users. Manage their roles and application settings. Create new users and delete existing users.

Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits) :

Amount :

Name* :

Status: Any

Application: (Any)

Reference* :

Show: Search Results

* Wildcard (*) may be used.

Done

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Microsoft I... | Internet

10:01 AM

Figure 4

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Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits):

Amount:

Name*:

Status: Any

Application: (Any)

Reference*:

Show: Search Results

* Wildcard (*) may be used. **Go!**

<https://www.govone.com/epay/users.aspx>

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Microsoft I... | Internet | 10:02 AM

Figure 5

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PayPoint - Users

Search for User: Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>

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Figure 6

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Address <https://www.govone.com/epay/user.aspx?user=newuser> Go Links

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[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

Edit User

User's Email Address: ☐ **Account Disabled**

Name:

Change Password:

Confirm New Password: [Auto Generate Password](#)

Role: ☐ **User Manager**

Applications:

- ☐ State of Nevada
 - ☐ Department of Business and Industry
 - ☐ Real Estate Division
 - ☒ Department of Motor Vehicles
 - ☒ Nevada DMV
 - ☒ Nevada DMV-A
 - ☒ Nevada DMV-B
 - ☐ Nevada Department of Taxation
 - ☐ Nevada Tax
 - ☐ Office of State Treasurer
 - ☐ Pre-Paid Tuition

[Select All](#) | [Deselect All](#)

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Figure 7




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PayPoint - Edit User - Microsoft Internet Explorer provided by State of Nevada - DMV

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Address <https://www.govone.com/epay/user.aspx?user=newuser> Go Links







[Site Home](#) | [Help](#) | [Merchant Guide](#)
[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

Edit User

User's Email Address:	<input type="text" value="wbernard@dmv.state.nv.us"/>	<input type="checkbox"/> Account Disabled
Name:	<input type="text" value="Wannetta Bernard"/>	
Change Password:	<input type="password" value="*****"/>	
Confirm New Password:	<input type="password" value="*****"/>	Auto Generate Password
Role:	<div>Administrator</div>	<input type="checkbox"/> User Manager
Applications:	<div>Chargeback Inquiry Only Inquiry Only with Settlement Payment & Research Payment & Research No Refund or Chargeback Payment Users Report User Research User User Manager Nevada DMV-A <input checked="" type="checkbox"/> Nevada DMV-B <input type="checkbox"/> Nevada Department of Taxation <input type="checkbox"/> Nevada Tax <input type="checkbox"/> Office of State Treasurer <input type="checkbox"/> Pre-Paid Tuition</div>	Select All Deselect All

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Figure 8

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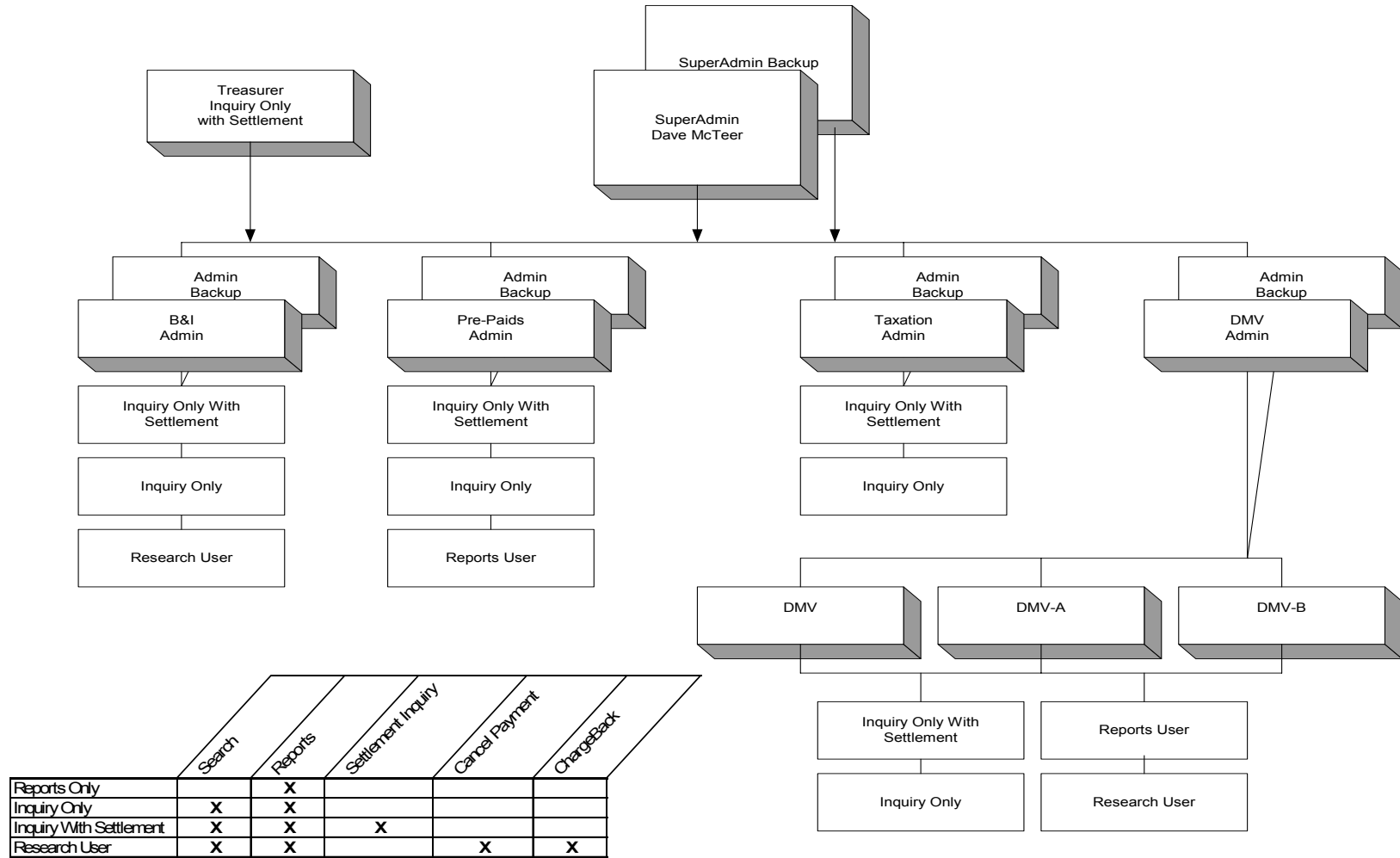


Figure 9

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PayPoint - Edit User

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Site Home | Help | Merchant Guide
Main Menu | Reports | Settlement | Users | Logoff

Edit User

User's Email Address: wbernard@dmv.state.nv.us ☐ Account Disabled

Name: Wannetta Bernard

Change Password: *****

Confirm New Password: ***** [Auto Generate Password](#)

Role: Administrator ☐ User Manager

Applications:

- ☐ State of Nevada
 - ☐ Department of Business and Industry
 - ☐ Real Estate Division
 - ☒ Department of Motor Vehicles
 - ☒ Nevada DMV
 - ☒ Nevada DMV-A
 - ☒ Nevada DMV-B
 - ☐ Nevada Department of Taxation
 - ☐ Nevada Tax
 - ☐ Office of State Treasurer
 - ☐ Pre-Paid Tuition

[Select All](#) | [Deselect All](#)

Save Changes **Cancel Changes**

Figure 10

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Users

Search for User: **Go!** Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

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Figure 11

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[Settlement History](#)
View settlement batch summary and detail.

[Manage Users](#)
View the list of users. Manage their roles and application settings. Create new users and delete existing users.

Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits):

Amount:

Name*:

Status: Any

Application: (Any)

Reference*:

Show: Search Results

* Wildcard (*) may be used. **Go!**

<https://www.govone.com/epay/users.aspx>

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Microsoft I... | Internet | 10:02 AM

Figure 12

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PayPoint - Users - Microsoft Internet Explorer provided by State of Nevada - DMV

Address: <https://www.govone.com/epay/Users.aspx>

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Site Home | Help | Merchant Guide
Main Menu | Reports | Settlement | Users | Logoff

Users Create User Delete User

Search for User: Go! Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input checked="" type="checkbox"/>

Create User Delete User

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Figure 13

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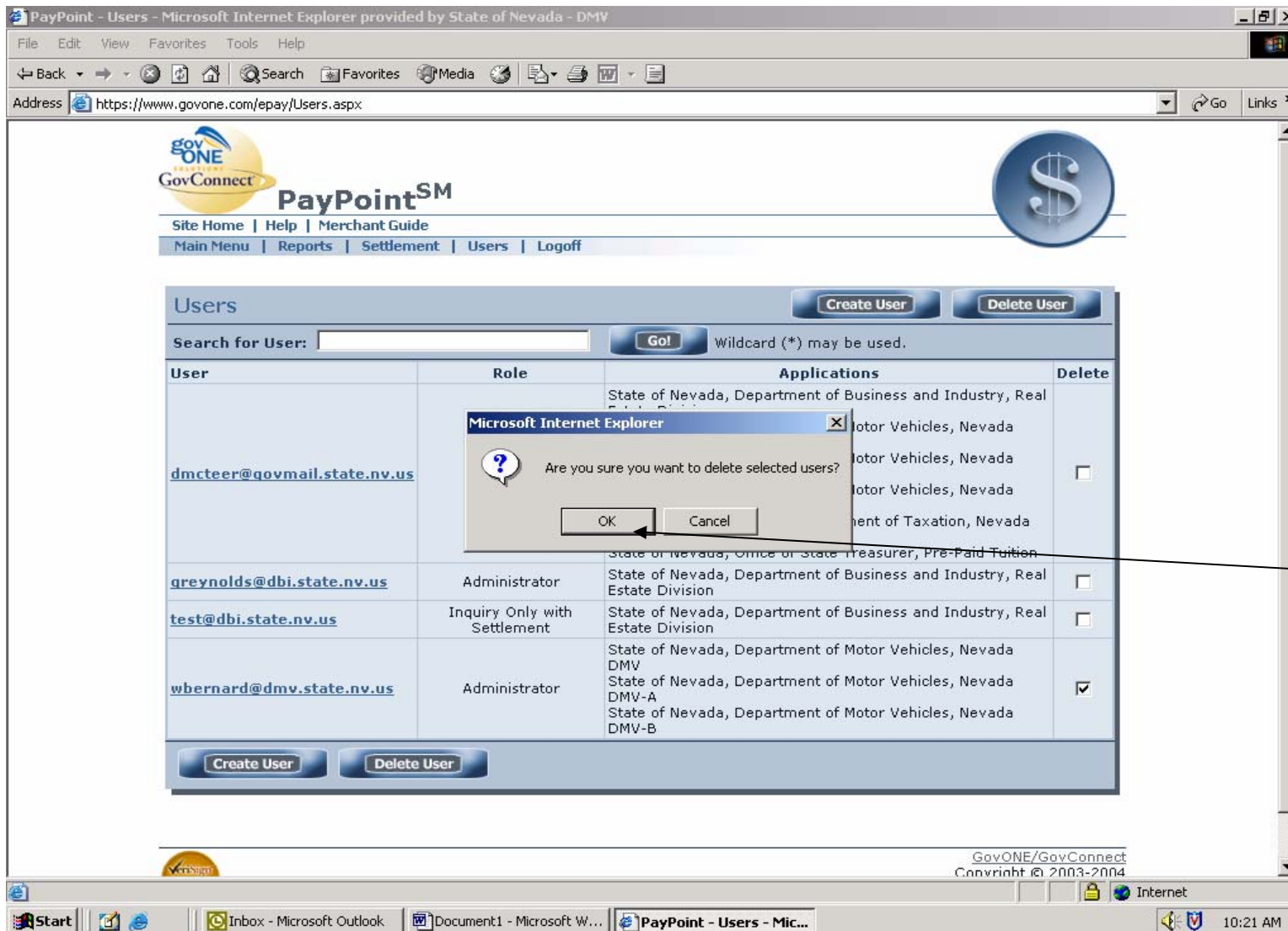


Figure 14




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Users Create User Delete User

Search for User: Go! Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>

Create User Delete User



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Figure 15

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View settlement batch summary and detail.

[Manage Users](#)
View the list of users. Manage their roles and application settings. Create new users and delete existing users.

Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits):

Amount:

Name*:

Status: Any

Application: (Any)

Reference*:

Show: Search Results

* Wildcard (*) may be used.

<https://www.govone.com/epay/users.aspx>

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Figure 16

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Users

Search for User: Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

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Figure 17




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Address <https://www.govone.com/epay/users.aspx?finduser=%25mcteer%25> Go Links




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Users Create User Delete User

Search for User: Go! Wildcard (*) may be used.





User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>

Create User Delete User



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Figure 18

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Users Create User Delete User

Search for User: Go! Wildcard (*) may be used.

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dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

Create User Delete User

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Figure 19

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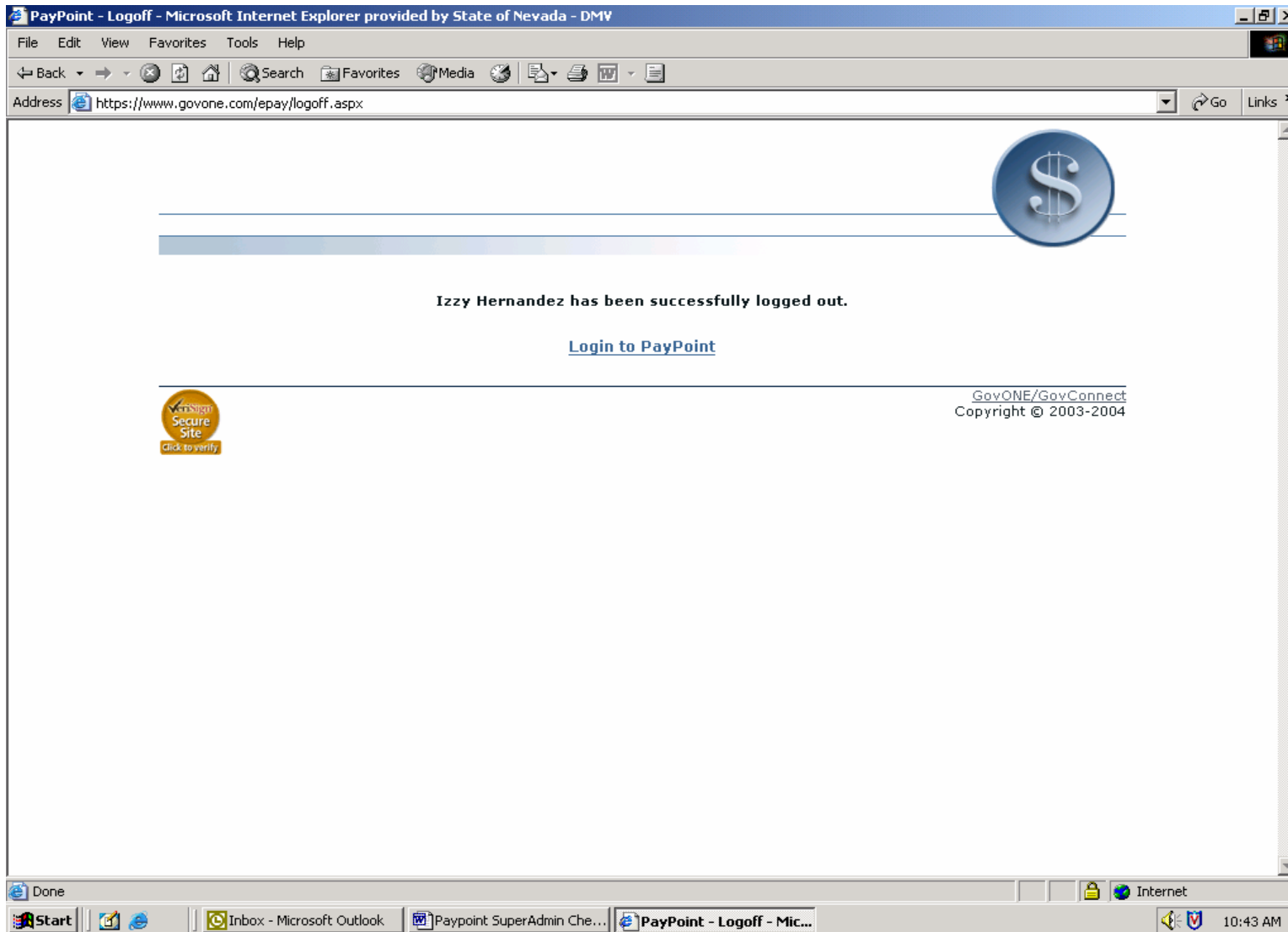


Figure 20

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Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits):

Amount:

Name*:

Status: Any

Application: (Any)

Reference*:

Show: Search Results

* Wildcard (*) may be used. **Go!**

<https://www.govone.com/epay/users.aspx>

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Microsoft I... | Internet | 10:02 AM

Figure 21

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PayPoint - Users

Search for User: **Go!** Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>

Create User **Delete User**

Create User **Delete User**

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Secure Site
Click to verify

https://www.govone.com/epay/user.aspx?user=newuser

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Users - Mic... | 10:05 AM

Figure 22

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Edit User - Microsoft Internet Explorer provided by State of Nevada - DMV

Address: <https://www.govone.com/epay/user.aspx?user=newuser>

gov ONE SOLUTIONS GovConnect PayPointSM

Site Home | Help | Merchant Guide
Main Menu | Reports | Settlement | Users | Logoff

Edit User

User's Email Address: ☐ Account Disabled

Name:

Change Password:

Confirm New Password: [Auto Generate Password](#)

Role: ☐ User Manager

Applications: ☐ State of Nevada [Select All](#) | [Deselect All](#)

- ☐ Department of Business and Industry
 - ☐ Real Estate Division
- ☒ Department of Motor Vehicles
 - ☒ Nevada DMV
 - ☒ Nevada DMV-A
 - ☒ Nevada DMV-B
- ☐ Nevada Department of Taxation
 - ☐ Nevada Tax
- ☐ Office of State Treasurer
- ☐ Pre-Paid Tuition

GovONE/GovConnect

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Edit User - ... | 10:17 AM

Labels and Arrows:

- Z** points to the **Account Disabled** checkbox.
- AA** points to the **Name** field.
- AB** points to the **Change Password** field.
- AC** points to the **User Manager** checkbox.
- AD** points to the **Department of Motor Vehicles** checkbox.

Figure 23

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Edit User - Microsoft Internet Explorer provided by State of Nevada - DMV

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.govone.com/epay/user.aspx?user=newuser> Go Links

GovONE GovConnect **PayPointSM**

[Site Home](#) | [Help](#) | [Merchant Guide](#)

[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

Edit User

User's Email Address: ☐ **Account Disabled**

Name:

Change Password:

Confirm New Password: [Auto Generate Password](#)

Role: ☒ **User Manager** [Select All](#) | [Deselect All](#)

Applications:

- Administrator
- Chargeback
- Inquiry Only
- Inquiry Only with Settlement
- Payment & Research
- Payment & Research No Refund or Chargeback
- Payment Users
- Report User
- Research User
- User Manager

☒ Nevada DMV-A

☒ Nevada DMV-B

☐ Nevada Department of Taxation

☐ Nevada Tax

☐ Office of State Treasurer

☐ Pre-Paid Tuition

GovONE/GovConnect

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Edit User - ...

Internet 10:18 AM

Figure 24

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Edit User - Microsoft Internet Explorer provided by State of Nevada - DMV

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.govone.com/epay/user.aspx?user=newuser> Go Links >>

gov ONE SOLUTIONS GovConnect **PayPointSM**

[Site Home](#) | [Help](#) | [Merchant Guide](#)

[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

Edit User

User's Email Address: ☐ **Account Disabled**

Name:

Change Password:

Confirm New Password: [Auto Generate Password](#)

Role: ☒ **User Manager**

Applications:

- ☐ State of Nevada
 - ☐ Department of Business and Industry
 - ☐ Real Estate Division
 - ☒ Department of Motor Vehicles
 - ☒ Nevada DMV
 - ☒ Nevada DMV-A
 - ☒ Nevada DMV-B
 - ☐ Nevada Department of Taxation
 - ☐ Nevada Tax
 - ☐ Office of State Treasurer
 - ☐ Pre-Paid Tuition

[Select All](#) | [Deselect All](#)

GovONE/GovConnect

Start | [Inbox - Microsoft Outlook](#) | [Document1 - Microsoft W...](#) | [PayPoint - Edit User - ...](#) | Internet 10:19 AM

AG

Figure 25

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

Users

Search for User: **Go!** Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

Create User **Delete User**

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Done Start Inbox - Microsoft Outlook Document1 - Microsoft W... PayPoint - Users - Mic... 10:21 AM

Figure 26

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Microsoft Internet Explorer provided by State of Nevada - DMV

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.govone.com/epay/default.aspx> Go Links »

Gov ONE GovConnect **PayPointSM**

[Site Home](#) | [Help](#) | [Merchant Guide](#)

[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

[New Payment](#)
Manually enter a new payment into the system.

[Reports](#)
Create and view reports on transactions.

[Settlement History](#)
View settlement batch summary and detail.

[Manage Users](#)
View the list of users. Manage their roles and application settings. Create new users and delete existing users.

Search [Clear Search](#)

Transaction Date:

Begin Date (From) :

End Date (To) :

Confirmation Number:

Transaction ID:

Payment ID:

Account (Last 4 Digits) :

Amount :

Name* :

Status: Any

Application: (Any)

Reference* :

Show: Search Results

* Wildcard (*) may be used. **Go!**

<https://www.govone.com/epay/users.aspx>

Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | PayPoint - Microsoft I... | Internet | 10:02 AM

Figure 27

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Users

Search for User: **Go!** Wildcard (*) may be used.

User	Role	Applications	Delete
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax State of Nevada, Office of State Treasurer, Pre-Paid Tuition	<input type="checkbox"/>
greynolds@dbi.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
test@dbi.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Business and Industry, Real Estate Division	<input type="checkbox"/>
wbernard@dmv.state.nv.us	Administrator	State of Nevada, Department of Motor Vehicles, Nevada DMV State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

Figure 28

**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

Figure 29




**State of Nevada
Department of Administration
Agency Admin Online Reference Guide**

PayPoint - Edit User - Microsoft Internet Explorer provided by State of Nevada - DMV

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.govone.com/epay/user.aspx?user={E194765A-0DE3-40D9-B19C-972ABCC516A9}> Go Links >>



[Site Home](#) | [Help](#) | [Merchant Guide](#)

[Main Menu](#) | [Reports](#) | [Settlement](#) | [Users](#) | [Logoff](#)

Edit User

User's Email Address:	wbernard@dmv.state.nv.us	<input type="checkbox"/> Account Disabled
Name:	Wannetta Bernard	
Change Password:		<input type="checkbox"/> Change Password
Confirm New Password:		Auto Generate Password
Role:	Inquiry Only	<input checked="" type="checkbox"/> User Manager
Applications:	Select All Deselect All	
	<input type="checkbox"/> State of Nevada	
	<input type="checkbox"/> Department of Business and Industry	
	<input type="checkbox"/> Real Estate Division	
	<input checked="" type="checkbox"/> Department of Motor Vehicles	
	<input checked="" type="checkbox"/> Nevada DMV	
	<input checked="" type="checkbox"/> Nevada DMV-A	
	<input checked="" type="checkbox"/> Nevada DMV-B	
	<input type="checkbox"/> Nevada Department of Taxation	
	<input type="checkbox"/> Nevada Tax	
	<input type="checkbox"/> Office of State Treasurer	
	<input type="checkbox"/> Pre-Paid Tuition	

[Save Changes](#) [Cancel Changes](#)

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Done Start Contacts - Microsoft Outl... PayPoint - Edit User - ... Document1 - Microsoft W... Internet 4:59 PM

AO

Figure 30

State of Nevada Department of Administration Agency Admin Online Reference Guide

PayPoint - Users - Microsoft Internet Explorer provided by State of Nevada - DMV

Address: <https://www.govone.com/epay/users.aspx>

PayPointSM
Site Home | Help | Merchant Guide
Main Menu | Reports | Settlement | Users | Logoff

Users [Create User] [Delete User]

Search for User: [] [Go] Wildcard (*) may be used.

User	Role	Applications	Delete
cmahoney@dmv.state.nv.us	Inquiry Only	State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>
csthilaire@dmv.state.nv.us	Inquiry Only with Settlement	State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>
dmcteer@govmail.state.nv.us	Administrator	State of Nevada, Department of Business and Industry, Real Estate Division State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B State of Nevada, Nevada Department of Taxation, Nevada Tax	<input type="checkbox"/>
DMV_help@dmv.state.nv.us	Administrator	State of Nevada, Office of State Treasurer, Pre-Paid Tuition State of Nevada, Department of Motor Vehicles, Nevada DMV-A State of Nevada, Department of Motor Vehicles, Nevada DMV-B	<input type="checkbox"/>

AP

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Figure 31